



Department of Finance  
Purchasing Division

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## **ADDENDUM**

**DATE** September 23, 2016

**BUYER** Lyndsay Harvey

**ADDENDUM NUMBER** 2

**ORIGINAL INVITATION DATE** September 15, 2016

Your attention is called on a "Request for Proposals" mailed from this office under the below reference number and on which it is found necessary to post the following addendum.

This addendum should be considered in submitting your proposal and should be attached to the original "Request for Proposals" and made a part thereof.

<b><u>ITEM DESCRIPTION</u></b>	<b><u>REFERENCE NUMBER</u></b>	<b><u>PROPOSALS DUE</u></b>
Testing and Assessment for Police/Fire Recruit and Promotional	RFP489TESTINGSRVCS	September 29, 2016 at 3:00 p.m. ET

### **QUESTIONS AND ANSWERS:**

**Can you specify which ranks will be involved in the promotional testing for both fire and police?**

Police Recruit, Police Sergeant, Police Lieutenant, Police Captain, Fire Recruit, Fire Lieutenant, Fire District Chief, and Fire Specialist.

**Would the City be interested in scheduling the testing cycles so that examinations can overlap and possibly share resources (i.e. assessors) and test content?**

The City must adhere to State law and the union contract related to the vacancies for sworn personnel.

**We understand that general numbers were provided for possible candidate numbers (recruit vs. all promotional ranks), but are you able to provide a more specific number for each rank?**

We will provide additional information as we move forward with the selected vendor.

**Would the recruits' processes consist of only a written examination? Anything additional?**

We would like to understand 'best practice' testing models and components from the testing company.

**For promotional processes, would each rank's process consist of both a written exam and an assessment center?**

Please see response above.

**Has a job analysis been conducted recently for any of the ranks to be tested or would one need to be conducted?**

Yes, an analysis was completed.

**Can you please elaborate on what you mean by "double-blind" testing models?**

Local staff members are not privy to actual examination materials.